



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Safe At Home

Division: Business Services

Sub-Section:

TITLE: Application Assistants Files

CUTOFF: Date in which Application Assistant becomes inactive

DESCRIPTION: Records used for the administration of Application Assistants. Records include, but are not limited to, Certificates of Registration and Application Assistant Agreements.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24082

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Mail Forwarding Records

CUTOFF: Date of creation

DESCRIPTION: Copies of the front of envelopes or pieces of mail forwarded to participants, per Safe at Home program policies.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Records are confidential and are not a public record per 589.678 RSMo. Records may be kept in paper or electronic form.

DISPOSITION ACTION: Destroy

SERIES: 24124

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Participant Files

CUTOFF: Participant no longer active in program

DESCRIPTION: Participant's application and supporting documents recording their activity in the program. Records include, but are not limited to, checklists of understanding, written notifications of address change, and documentation of name changes such as divorce decrees. Created per 589.660-683 RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: Records are confidential and are not a public record per 589.678 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24081

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Safe At Home

Division: Business Services

Sub-Section:

TITLE: Resource and Program Operation Files

CUTOFF: When superseded or outdated

DESCRIPTION: Resource files documenting past actions and possible resources for the Safe at Home program. Records include, but are not limited to, information on outside agencies, event planning notes, telephone notes and call logs, program research, collaborative project notes, and correspondence with persons/agencies outside the program.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24083

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018